



*IOWA – EIP Assessment
Implementation and Migration
Weekly Project Status Report*

Weekly Status Report

Submitted by: Erv Fett - Chair

Week Ending: **December 17, 2004**

Mike Trausch/Mark Peterson – Coeur Facilitators

PROJECT STATUS

Overall Project Status Level	Green
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ACTIVITIES PERFORMED DURING THE PERIOD

- Conduct project implementation workshops
 - Week 2 – “flesh out” activities, considering:
 - Risk
 - Prioritize activities
 - Implications
 - Event horizon
 - Culture
 - Implementation cost
 - Information Needed From IOWA for Next Reporting Period

The team identified 18 specific key activities. Review and discussion combined several activities resulting in 14 final Key Activities.

The key activities were then further defined according to the Activity Sheet format which includes:

Description

Priority

Risk

Incremental Cost

Time to complete in months

Considerations (Legislative, administrative, cultural, and dependencies on other groups)

These Activity Sheets are currently being reviewed by the team and will be finalized into the teams report during the next session on Monday afternoon December 20, 2004.



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PROBLEMS, CONCERNS AND RECOMMENDATIONS

1. No problems or concerns at this time.

ACTIVITIES SCHEDULED FOR NEXT WEEK

- Week 3 – Draft presentation package

COEUR SUMMARY STATUS OF DELIVERABLES

Funding (EPfMO)—Mark Peterson, Facilitator/Erv Fett, Chair

Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date	Date Completed
<input checked="" type="checkbox"/>	Team Mission Statement	Completed	12/9/04	12/9/04
<input type="checkbox"/>	Weekly Status Report	Completed	12/16/04	12/16/04
<input type="checkbox"/>	Develop Risk Assessment		12/23/04	
<input checked="" type="checkbox"/>	Define Barriers and Issues	Completed	12/16/04	12/16/04
<input type="checkbox"/>	Conduct Risk Assessment		12/21/04	
<input checked="" type="checkbox"/>	Prioritize Risk	Completed	12/16/04	12/16/04
<input type="checkbox"/>	Define Mitigation Plan		12/21/04	
<input type="checkbox"/>	Develop Project Plan		12/23/04	
<input type="checkbox"/>	Work plan with realistic timeframes for implementation		12/21/04	
<input type="checkbox"/>	Implementation costs by fiscal year		12/21/04	
<input checked="" type="checkbox"/>	Budget Process guidelines	Completed	12/16/04	12/16/04
<input type="checkbox"/>	Process maps and control points		12/21/04	
<input type="checkbox"/>	Project Plan dealing with Critical applications and setting priorities for installation		12/21/04	
<input type="checkbox"/>	Resources to implement consolidation/on-going needs		12/21/04	



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Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date	Date Completed
<input type="checkbox"/>	Installation plans (include disposition of existing hardware and software)		12/21/04	
<input type="checkbox"/>	Business requirements during transitional and final phases of consolidation		12/21/04	
<input type="checkbox"/>	Cultural Considerations		TBD	
<input type="checkbox"/>	Define barriers and issues		TBD	
<input type="checkbox"/>	Communications Plan		TBD	
<input type="checkbox"/>	Staffing Plan		TBD	
<input type="checkbox"/>	State Code Changes		TBD	
<input type="checkbox"/>	Develop Key Activities and Framework for Recommendations		12/23/04	
<input checked="" type="checkbox"/>	Define Key Activities	Complete	12/9/04	12/9/04
<input checked="" type="checkbox"/>	Define Event Horizons	Complete	12/16/04	12/16/04
<input type="checkbox"/>	Define Milestones and Expected Outputs	In Work	12/16/04	
<input type="checkbox"/>	Define Implementation Cost Elements		12/21/04	
<input type="checkbox"/>	Presentation Package for Governor		1/14/05	
<input type="checkbox"/>	Develop Executive Presentation		12/21/04	
<input type="checkbox"/>	Final Presentation Review		1/11/05	
<input type="checkbox"/>	Executive Sponsor Reviews		1/13/05	
<input type="checkbox"/>	Executive Presentation		1/14/05	